Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/29

Operations Manager

Job ID	**2E-BD-8D-11-6B-8F**	
Web Address	https://careers.indigenous.link/viewjob?jobname=2E-BD-8D-11-6B-8F	
Company	MSIFN - Mississaugas Of Scugog Island First Nation	
Location	Port Perry, Ontrio	
Date Posted	From: 2022-10-31	To: 2023-04-29
Job	Type: Full-time	Category: Utilities
Job Start Date	As soon as possible	
Job Salary	$53.10/hr. - $60.94/hr. (Job Level A) ($96,642.00/yr. - $110,910.80/yr. Based On A 35-hour Work Wee	
Languages	English	

Description

DUTIES:

The Operations Manager is responsible for providing overall day-to-day management administration and delivery of the Public Works program and services, in a responsible and efficient manner. The position is part of the overall leadership team of the Mississaugas of Scugog Island First Nation. This position provides direct supervision to the Construction Site Supervisor, Housing Coordinator, Building and Grounds Maintenance Supervisor, Administrative Assistant to the Operations Manager and Administrative Assistant to the Operations Department.

Strategic Planning

- Develop strategic guidance and planning tools for the MSIFN Operations program, including developing the five-year strategic Operations Department plan; annual operations work-plans.
- Establish and achieve program deliverables for Operations Department services based on MSIFN's overall strategic plan and goals for each fiscal year.
- Prepares and executes annual work plans within budget for the operation and maintenance of MSIFN's physical assets.
- Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these. Identifies new trends and possibilities for the provision of exemplary services
- Evaluates and coordinates long term planning for Operations Department services and makes recommendations to the First Nation Manager.
- Identifies and pursues funding through existing and new funding sources.
- Plans, revises, and implements policies, standards, procedures, and practices relating specifically to the delivery of Operations Department services.

Project Management

- Plan, organize, review, and directs the development and implementation of projects and/or activities to the appropriate employees.
- Coordinates and provides activities status reports; ensures all projects are completed on time and on budget.
- Negotiate and review contracts and agreements with consultants/contractors hired to assist with projects of the operations department.

Financial

- Develops and administers the annual budget, in consultation with the First Nation Manager and Finance Manager, for the Operations department and participates in MSIFN's annual budget process.
- Reviews financial reports on a monthly basis, in consultation with the Finance Manager and forwards to the First Nation Manager for review.
- Prepares, submits, and reports on programs, special projects, and other statistical reports accurately and in a timely manner to ensure that the budget requirements are being met, as required by the First Nation Manager, Chief and Council, management team and stakeholders.

- Prepares funding proposals; ensures programs and services are adequately funded and that reports required by any funding or partner agencies are completed and forwarded as per agreed to format, timelines and contract requirements, as applicable.
- Manages, monitors, and approves all expenditures within spending authority; ensures expenditures made are within budgetary parameters and prepare any internal reporting required.
- Accountable for the fiscal soundness and cost effectiveness of the Operations Departments projects/initiatives.
- Monitors and implements appropriate intervention to achieve operational budget targets.

Operations

- Develop administrative systems and procedures (information/filing systems) for departmental objectives.
- Develops and manages repairs and maintenance schedules, policy development, funding and other financial issues related to these aspects of the operation.
- If required, performs day to day maintenance, repairs, and renovations on MSIFN properties (buildings and roads) units.
- Works collaboratively with other members of the management team.
- Contributes to identifying, developing, and implementing strategic initiatives, policies, plans, and programs necessary for the successful operation of the MSIFN.
- Serves as MSIFN's Operations Department services expert and sits on committees, attends meetings, fields telephone calls and emails, and represents the MSIFN to various stakeholders where applicable.
- Applies principles of change management to assist staff to meet organizational and departmental requirements.
- Promotes a safe workplace; ensures that all established safety procedures are followed.

Performance Management

- Executes departmental human resource related initiatives including setting strategies and objectives, prioritizing work, ensuring proper training, completing annual performance reviews and plans, encouraging employee professional development, coaching, counselling, attendance management, discipline, and resolution of labour relations issues.
- Ensures that the department's productivity and performance standards are met.
- Continuously strives to improve departmental operational efficiencies and workflows.
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility.

Employee and Community Relations

- Interacts with MSIFN employees and community as well as external stakeholders; and communicates and responds to routine requests or inquiries from staff and stakeholders.
- Builds and maintains partnerships with potential and existing stakeholders and contractors to provide support for new programs and initiatives.
- Attends and participates in management meetings and initiatives; chairs various meetings as required.
- Presents a professional, positive, and helpful attitude at all times.

Related and other duties

- Participate in the development of the goals, objectives, policies, and procedures of the Mississaugas of Scugog Island First Nation.
- Carries out other duties essential to the position as directed by the First Nation Manager.
- Special projects, assigned tasks and additional regular duties as required by Council.

Experience

Discipline related to construction, facility operation and/or maintenance plus a minimum five (5) years related senior management work experience and ten (10) years total work experience.

Education Requirements

- Completion of University degree in project management, electrical, civil, or mechanical engineering, or in a discipline related to construction, facility operation and/or maintenance plus a minimum five (5) years related senior management work experience and ten (10) years total work experience
- Demonstrated leadership skills
- Valid driver's license and $1M liability insurance
- Demonstrated knowledge of federal and provincial legislation governing First Nations, including Health and Safety Legislation
- Initiative and ability to work independently to meet deadlines
- Ability to analyze problems, recommend and implement solutions
- Good interpersonal skills to communicate with First Nation residents

- Project Management knowledge and experience
- Sound knowledge of MS Office Programs (Word, Excel, PowerPoint), Microsoft Project
- Demonstrated advanced written and verbal communication skills
- Demonstrated people management and conflict management skills
- Business negotiation skills
- Advanced planning and organizational skills
- Health and Safety Certification
- Experience developing a variety of written reports, policy and procedures, analyses, presentations, and other documentation
- Experience developing, managing, analyzing, and controlling operating budgets

Considered an asset:
- Professional engineering status, construction trade certification
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics
- Project Management Certification

Preferred experience:
- Management experience in Facilities/Grounds Operations or Maintenance, Construction, and Housing
- Project Management Experience
- Work experience with a First Nation or Indigenous Organization

How to Apply

Click Apply Now!

Direct line to contact Leadership Source Inc: 1-306-543-1666
Email: search@leadershipsource.ca